



# City of Tempe

## ASSISTANT FIRE MARSHAL

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	578	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Fire	<i>Salary / Hourly Minimum:</i>	\$73,777
<i>Supervision Level:</i>	Assistant Fire Chief	<i>Salary / Hourly Maximum:</i>	\$99,599
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Assistant Fire Marshal
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	Yes		

### DISTINGUISHING CHARACTERISTICS

The role of the Assistant Fire Marshal is to assist in planning, managing, and reviewing the activities and operations of Fire Inspectors including technical inspections and plan review of public, commercial, industrial and other buildings and premises to secure compliance with the fire prevention laws, standards and regulations; investigate complaints and violations and require corrective action; conduct investigations of fires, explosions and hazardous material releases; develop fire safety codes, regulations and risk reduction programs. To assist in coordinating assigned activities with other City departments and outside agencies; and to provide technical support to the Assistant Fire Chief of the Community Risk Reduction division.

### REPORTING RELATIONSHIPS

Receives general direction from the Assistant Fire Chief.

Exercises direct supervision over technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four continuous years of responsible experience conducting inspections, plan review and origin and cause investigations.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by recognized coursework in fire science, fire prevention and fire investigation. An Associate Degree in Fire Science, Business Administration or degree related to the core functions of the position is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>• Possession of a valid driver's license.</li><li>• Possession of a Fire Inspector II certification from a recognized organization.</li><li>• Possession of a Plans Examiner certification from a recognized organization.</li></ul>

	<ul style="list-style-type: none"> <li>• Completion of National Fire Academy Investigation courses or the International Association of Arson Investigators-Arson Investigation series I– IV.</li> <li>• Possession of a Fire Investigator certification from a recognized organization.</li> </ul>
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## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the mission and values of the City and the Department. To plan, organize and supervise code enforcement and origin and cause investigation activities within the Community Risk Reduction Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide an environment through leadership and example where customer service is the highest priority division activity;
- Recommend and assist in the implementation of goals and objectives; implement and positively reinforce city and departmental policies and procedures;
- Participate in budget preparation; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures;
- Participate in monitoring employee performance objectives; prepare employee performance reviews; provide training; work with employees to correct deficiencies; implement discipline procedures;
- Prepare, update and enforce the City fire codes, ordinances and standards
- Manage and participate in the review of development projects and the review of building plans prior to issuance of permits;
- Meet with developers, architects, contractors, citizens and various City departments to provide formal code interpretations;
- Review hazardous material inventory statements, safety data sheets of occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations;
- Manage and participate in fire inspections of buildings and property for fire hazards, hazardous materials, efficiency of fire protection systems, adequacy of fire exits and general compliance with fire prevention laws and standards;
- Manage and participate in incident investigations of fires, explosions, and hazardous material releases investigations to determine causes and damages; keep records of fire losses, inspections, investigations, fire deaths and injuries;
- Serve as an expert witness in court cases involving fire cause and code violations;

- Assist law enforcement agencies, City and County Prosecutor's Offices and the Attorney General's Office with case investigation preparation;
- Manage and participate in the investigations of complaints of fire hazards and recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public; and
- Provide pro-active performance planning utilizing performance management tools.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs. when checking fire extinguishers);
- Operate city vehicles (i.e. emergency response vehicles);
- Operate city equipment (i.e. SCBA, radios, pager or other equipment);
- Use tools (pliers, screwdrivers, and wrenches);
- Climb stairways, ladders, and work on elevated structures (while performing inspections and investigations)
- Work in a stationary position for considerable periods of time (i.e. includes walking, moving, bending, stooping, or looking overhead);
- Operate computers, calculators, and other office machines;
- Work in confined areas (i.e. small/cramped areas);
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electric shock, falls, noise, equipment operations, water and traffic hazards, etc.;
- Exposure to blood and airborne pathogens, bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, explosives, firearms, etc.;
- Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life and health.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> <a href="#">City of Tempe, AZ : Competencies</a>		

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective October 2019</i>